

10 November 1971

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT

: Report of Cable Secretariat Operations

1 - 31 October 1971

1. The workload in October 1971 totalled 66, 651 items, 9% over the FY 71 monthly average and 4% more than September 1971

2. As of 31 October we had an assigned strength of persons.

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3. The program to improve the working area of the Cable Secretariat is progressing. The painters are on board re-painting the entire office.

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expressing his appreciation for the cooperation and assistance rendered by this office during his tour as C/CSDO. It is a pleasure to note that this spirit does exist, and I share his confidence that it will continue in the future. On 13 October briefed newly appointed to the CSDO Staff, on the Cable Secretariat. This is part of a continuing liaison with the CSDO Staff to better acquaint them with the procedures and problems of the Cable Secretariat. As is usual with new CSDO's was invited to spend a tour of duty with the Cable Secretariat Duty Officers.

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Association (BEMA) Exposition in New York on 26 and 27 October. Many new products were featured, including a small computer which may have an application in our Logging Section. We are looking into details of the system. Our dilemma is that most such pieces of equipment are too expensive for the short run, and in the long run we hope that ACT II will be approved and implemented, in which case our logging will be fully automated.

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25 October 1971

MEMORANDUM FOR: The Cable Secretary 33

SUBJECT : Expression of Appreciation

1. As my one year tour of duty in the Clandestine Service Duty Office comes to a close, I would like to take this opportunity to express my appreciation and gratitude for the fine spirit of cooperation and extensive support received from the Cable Secretariat during the past year. The Cable Duty Officers have always been most helpful and cooperative to all of the officers of the CSDO, and their assistance has been appreciated by all CSDO personnel.

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2. Particular gratitude is extended to Executive Officer, who has ably assisted the C/CSDO by providing briefings and orientation tours of the Cable Secretariat for the new CSDO's. In addition has been of particular assistance to the C/CSDO in reviewing and updating the reference material held in the CSDO that pertains to the functions of the Cable Secretariat. I have every confidence that the fine spirit of cooperation that I have witnessed between the CSDO and the Cable Secretariat will continue in the future.

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Chief, CSDO

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